Summary Report for Individual Task
805C-420-7001
Manage Personnel Accountability
Status: Approved

Condition: You are the Human Resources (HR) Tech assigned to echelons above brigade. You have been directed to review subordinate unit Personnel Accounting capabilities, activities, and procedures which serve as the key factor for strength reporting. Deployed Theater Accountability Software (DTAS) connectivity is available for all subordinate units in a deployed environment. You have access to FM 1-0 (Human Resources Support), AR 600-8-6 (Personnel Accounting and Strength Report), DTAS Users Manual, and HR enabling systems. Some iterations of this task should be performed in MOPP.

Standard: Implement Personnel Accountability reporting procedures to ensure subordinate units maintain 100% of all assigned and attached personnel, which include replacements, patient tracking, Return-to-Duty (RTD) Soldiers, leave and pass personnel, Department of Defense (DOD) civilians, contractors and multi-national personnel.

Special Condition: None

Special Standards: None

Special Equipment:

MOPP: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Deploy as part of the personnel accountability team/section with the early entry module to establish the theater deployed personnel database prior to Soldiers' arrival.

2. Execute theater personnel accountability operations IAW the Army Service Component Commander (ASCC) G-1/AG policies, plans, timelines and other guidance.

3. Establish the DTAS theater database and ensure connectivity to the DTAS enterprise server.

4. Ensure required data is entered into the database to generate Joint Personnel Status (JPERSTAT)/PERSTAT requirements.

5. Monitor the automated theater personnel accountability database.

6. Conduct data reconciliations and quality control checks.

7. Ensure adequate resources and training is available for database(s).

8. Coordinate with the Personnel Accountability Division to ensure database mobile units are synchronized at the personnel processing center (PPC) for reception operations.

9. Provide guidance and oversight for accountability cells at ports of embarkation and debarkation in Joint Operations Area (JOA).

10. Coordinate with the appropriate HROB and S-1 to resolve any personnel accountability issues or problems.

11. Provide training and guidance to subordinate units.

12. Establish personnel reporting plans, policies, and timelines reflecting detailed reporting procedures and responsibilities.

13. Monitor HR enabling systems to obtain personnel accountability information.

14. Establish connectivity with HRC, RC Personnel Offices, Rear Detachments (as required), appropriate Joint HQ/other Services/federal agencies, and CRC.

15. Authenticate critical personnel accountability information and provide to personnel readiness managers.

16. Establish and provide oversight for Casualty Liaison Teams (CLT) at Medical Treatment Facilitites (MTF) in the Area of Responsibility (AOR).

17. Conduct reassignments to meet operational requirements.

18. Direct a Personnel Asset Inventory (PAI) for any subordinate unit, as required.

19. Ensure the synchronization of timely vertical flow of automated personnel information from subordinate units.

20. Coordinate with higher headquarters to establish an automated personnel accountability system that aligns assigned and attached element UICs with supporting G-1/AGs/S-1s.

21. Ensure arriving/departing chalks provide copies of their manifests to the appropriate Theater Gateway (TG) Personnel Accountability Team (PAT) at the port of embarkation/debarkation.

22. Notify subordinate G-1/AGs and S-1s of all pending and potential task organization changes.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Deployed as part of the personnel accountability team/section with the early entry module to establish the theater deployed personnel database prior to Soldiers'arrival.			
2. Executed theater personnel accountability operations IAW the ASCC G-1/AG policies, plans, timelines and other guidance.			
3. Established the DTAS theater database and ensure connectivity to the DTAS enterprise server.			
4. Ensured required data is entered into the database to generate Joint Personnel Status (JPERSTAT)/PERSTAT requirements.			
5. Monitored the automated theater personnel accountability database.			
6. Conducted data reconciliations and quality control checks.			
7. Ensured adequate resources and training is available for database(s).			
8. Coordinated with the Personnel Accountability Division to ensure database mobile units are synchronized at the personnel processing center (PPC) for reception operations.			
9. Provided guidance and oversight for accountability cells at ports of embarkation and debarkation in Joint Operations Area (JOA).			
10. Coordinated with the appropriate HROB and S-1 to resolve any personnel accountability issues or problems.			
11. Provided training and guidance to subordinate units.			
12. Established personnel reporting plans, policies, and timelines reflecting detailed reporting procedures and responsibilities.			
13. Monitored HR enabling systems to obtain personnel accountability information.			
14. Established connectivity with HRC, RC Personnel Offices, Rear Detachments (as required), appropriate Joint HQ/other Services/federal agencies, and CRC.			
15. Authenticated critical personnel accountability information and provide to personnel readiness managers.			
16. Established and provide oversight for CLTs at MTFs in the AOR.			
17. Conducted reassignments to meet operational requirements.			
18. Directed a Personnel Asset Inventory (PAI) for any subordinate unit, as required.			
19. Ensured the synchronization of timely vertical flow of automated personnel information from subordinate units.			
20. Coordinated with higher headquarters to establish an automated personnel accountability system that aligns assigned and attached element UICs with supporting G-1/AGs/S-1s.			
21. Ensured arriving/departing chalks provide copies of their manifests to the appropriate Theater Gateway (TG) Personnel Accountability Team (PAT) at the port of embarkation/debarkation.			
22. Notified subordinate G-1/AGs and S-1s of all pending and potential task organization changes.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	PERSONNEL ACCOUNTING AND STRENGTH REPORTING	Yes	No
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	DA PAM 611-21 SMARTBOOK	MOS Smartbook	No	No
	DTAS USERS MANUAL	User's Manual	No	No
	FM 1-0	HUMAN RESOURCES SUPPORT	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination. In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-2-9001(Step: 1.)	Perform Transient Personnel Accountability	12 - Adjutant General (Collective)	Approved
12-1-1212(Step: 1.)	Perform Transient Personnel Accountability	12 - Adjutant General (Collective)	Proposed
12-2-9010(Step: 1.)	Perform Transient Personnel Accountability	12 - Adjutant General (Collective)	Superseded

ICTL Data :

ICTL Title	Personnel Type	MOS Data
420A - Human Resources Technician - CW3	Warrant Officer	MOS: 420A, Skill Level: CW3
420A - Human Resources Technician	Warrant Officer	MOS: 420A